

YOUTH SERVICE COUNSELOR

Position Purpose:

Under general direction of the Director of Human Services the purposes of this position are to plan, organize, and coordinate a comprehensive Youth Service Program. Provides direct services to youth and their families.

Supervision:

Supervision Scope: Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of youth services.

Supervision Received: Works under the general direction of the Director of Human Services. Works independently, receives specific assignments and general instructions.

Supervision Given: May be assigned to supervise part-time staff as needed. Supervision responsibilities include instructing, correcting staff on particular tasks. Frequently provides general objectives, detailed instructions and initial instructions. Will follow up with employees as necessary.

Job Environment:

Administrative work is performed in a moderately noisy office.

Requires the operation of a van and/or automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment. May make home visits.

Makes periodic contact with other municipal departments, state agencies, and frequently with the general public, police, schools, social workers, doctors, mental health agencies juvenile justice system and attorneys; communication is frequently in person, by telephone, fax, e-mail and in writing; contacts require a high level of resourcefulness to influence the behavior of others.

Errors in judgment or omissions could result in delays in service, damage to buildings and equipment and legal ramifications.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs direct services in administering the youth service program for youth and their families.

Responds to referrals from schools, police department, juvenile justice system, and other youth serving agencies. Participates as a member of the Juvenile Review Board.

Conducts interviews with clients, assesses clients problems, and provides counseling to clients in resolving problems disrupting family life and/or educational environment. Counsels and aids clients in understanding causes and contributing factors to their problems and mobilizes personal and external resources to resolve and/or alleviate those problems.

Provides crisis intervention services and short-term counseling, initiates referrals and coordinates services as warranted. Accepts referrals from, and provides consultation and informational services to public and private organizations, as well as Town departments and agencies.

Conducts psycho-educational groups with youth. Facilitates various youth activities including adventure-based programs. Coordinates and leads these programs. Develops and facilitates parent education program

Maintains confidential files and statistical records, and prepares monthly, quarterly, grant and annual reports for youth programs. Prepares and monitors grants and appropriate financial and statistical reports.

Supervises, schedules and trains volunteers and student interns assigned to Youth Services.

Represents Town on advisory boards and commissions as appointed; serves as a liaison between the department and outside youth service agencies and organizations.

Other Functions:

Demonstrates commitment to maintain and enhance skills by attending continuing education courses, training seminars, workshops and conferences related to the field.

Performs related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master's Degree in Counseling, Marriage and Family Therapy, Social Work or some closely related field and one year of responsible youth service experience; OR an equivalent combination of education, work experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the philosophy, principles, techniques, and practices utilized in community, family and youth services work. Knowledge of therapeutic techniques as applied to groups, families, couples and individuals. Thorough knowledge of State Statutes and legislation relating to youth and other social services. Knowledge of available town, state, federal and private resources available to all program applicants.

Ability: Ability to administer a youth service program including the maintenance of accurate case and records. Ability to assess/diagnose difficulties presenting problems for youth and families. Ability to develop, implement, lead and participate in youth service programs and activities including adventure based activities. Ability to represent the department and Town before various groups, agencies, and organizations. Ability to deal effectively with Town staff and officials, State officials, service clients, and the public. Ability to maintain confidential data. Ability to prepare and present narrative reports in oral and written form.

Skill: Excellent verbal and written communication skills; aptitude for working with people; aptitude for working with paperwork and details. Skill in using the above mentioned office equipment.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear; occasionally required to stand and walk; requires use of hands to finger or handle objects; and reach with hands and arms. Employee occasionally must be able to climb and kneel. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)